

**Michigan State Housing Development Authority  
LOW INCOME HOUSING TAX CREDIT PROGRAM**

**Common Area Unit Designation Statement**

As the Owner of \_\_\_\_\_, located in \_\_\_\_\_,  
(Name of Project) (City or Township)  
\_\_\_\_\_ County, Michigan, I hereby make the designation of the resident manager's /other  
employee unit in this project to be (check one box only):

☐ **COMMON AREA RESIDENTIAL UNIT**

The manager's / employee-occupied unit is a common area that supports and / or is reserved for the benefit of all low-income rental units. The tenant occupying the unit is employed full-time at this development. The unit is excluded from the low-income occupancy calculation for purposes of determining the applicable fraction and the qualified basis of the project.

☐ **COMMON AREA NON-RESIDENTIAL UNIT**

Describe proposed use: \_\_\_\_\_

☐ **AN LIHTC RESIDENTIAL RENTAL UNIT**

The manager's / employee occupied unit is a low-income rental unit and is included in the low-income occupancy percentage for purposes of determining the applicable fraction and the qualified basis of the project and building. To be considered a qualified LIHTC unit, the unit must be rent-restricted, income eligible, and under lease with an initial term of at least six months. The appropriate monitoring fee must be paid for this unit.

☐ **A MARKET RATE RENTAL UNIT**

The unit is used by the manager / employee without regard to the rent being charged or the income level of the tenant.

☐ **NOT APPLICABLE**

This project does not contain a resident manager or other- employee occupied unit.

**Number of Units in Project**

Number of common area residential units:	
Number of LIHTC residential rental units (not incl. common area units):	
Number of Market Rate residential rental units:	
Total Number of residential units (incl. common area, LIHTC, and MKT):	

**Location of the Manager / Employee Unit** *(Once the unit has been identified, it cannot be relocated without first requesting permission from the LIHTC Section of MSHDA in writing. Also, if there is more than one common area unit, attach an additional sheet detailing the information below.)*

Unit #: \_\_\_\_\_ Sq. Ft. of Unit: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_

Street Address of Building: \_\_\_\_\_

Bin # of Building: MI- \_\_\_\_\_

\_\_\_\_\_  
(Name of Ownership Entity)

\_\_\_\_\_  
(Federal Tax Payer Id #)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Typed Name of Authorized Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Project #)